

# MedVault®

## User Guide



### Warning

Treat this manual as a *confidential document*.  
Limit access to authorized personnel.



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### ***Important Information for MedVault® WiFi Units***

#### **FCC NOTICE**

The RF module contained within this device complies with the rules set forth in Part 15 by the Federal Communications Commission.

Operation is subject to the following conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.
3. An approved antenna must be directly coupled to the module's RP-SMA connector.
4. The module must not be modified in any way. Coupling of external circuitry must not bypass the provided connectors.
5. The antenna used for this transceiver must not be co-located or operated in conjunction with any other antenna or transmitter.

Any changes or modifications could void the user's authority to operate the equipment.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

This Device Contains:

FCC ID: R68MTCHDRCT, IC ID: 3867A-MTCHDRCT or

FCC ID: YOPGS2100MIE, IC ID: 9154A-GS2100MIE

Refer to the product label to determine which module is installed.

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## Features

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MedVault® is a high security locker for narcotics. Security is ensured through its robust construction and restricted entry. Only authorized users with an administrator assigned personal identification number (PIN) can access the unit.

The department administrator maintains all user and PIN information through the Knox Units Administrator software program, which information can be transferred to the MedVault unit. The unit also collects an audit trail that records MedVault® data, including the user, date, time, event description, and the group number. The administrator can routinely upload all data information from the unit.

There are two types of MedVault® units, both units are similar, except for size. The MedVault larger capacity also has a reset button on the front door.

Both MedVault® units consist of:

- Numeric keypad
- LED scrolling banner (above the keypad)
- USB connection port, Ethernet connection, or Wireless WiFi
- Lock / unlock knob
- Manual over-ride key lock with a cover
- Interior light

The MedVault® unit can be configured to operate in several ways. The administrator can set up access to the unit with three options:

<b>Independent PIN</b>	Only one PIN is required to unlock the unit.
<b>Dependent PIN</b>	Two PINs are required to unlock the unit.
<b>Groups</b>	A Master PIN is required to activate the group, and only PINs assigned to the designated group can unlock the unit.

NOTE: Once the group option has been selected for a unit, the independent or dependent option is not available.

The MedVault® unit uses a 12-volt vehicle battery connection as its power source. If the power is off, or the vehicle loses power, or the electronics fail the unit can ONLY be opened using the manual over-ride key. For Security purposes, the manual override key is shipped separate from the unit. If you do not receive your manual override key, contact Knox immediately. There is a coin cell battery within the unit used to maintain the date and time.

## Operation

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In a secured, stand-by mode, the MedVault® unit's LED banner displays the date, time and a status message of **Locked**.

### Release the Door (Non-Group)

1. Enter **PIN #** on keypad. The LED banner changes to **UNSECURE**.

NOTE: If an incorrect PIN is entered, the LED banner displays **Pin Not Found**. Repeat step 1 using a correct PIN.

2. Turn the knob counter-clockwise (left) and open the door. The LED banner then displays the date, time, and a status message of **Unlocked::Sol Swch**.

NOTE: The unit remains in a released position from 3 to 20 seconds, depending on the administrator's configuration. If the knob is not turned and the door opened within the release time, the LED banner changes to a **Locked** status. Repeat step 1.

3. Once completed with unit contents, close the door and turn the knob clockwise (right) to lock it. The LED banner changes to the **Locked** status.

### Release the Door (Group)

Groups are controlled by a Master PIN. No PINs are valid until the master PIN is entered. This feature adds another level of security to the unit and provides access control to the supervisor.

1. Enter \* **(Master) PIN #** on the keypad. The LED banner displays **OK, What group? Arg:**
2. Enter **group number #** on the keypad. The LED banner displays **Logged In**.
3. Group members enter **PIN #** on keypad. The LED banner changes to **UNSECURE**.

NOTE: If an incorrect PIN is entered, the LED banner displays **Pin Not Found**. Repeat step 3 using a correct PIN.

4. Turn the knob counter-clockwise (left) and open the door. The LED banner then displays the date, time, and a status message of **Unlocked::Sol Swch**.

NOTE: The unit remains in a released position from 3 to 20 seconds, depending on the administrator's configuration. If the knob is not turned and the door opened within the release time, the LED banner changes to a **Locked** status. Repeat step 3.

5. Once completed with unit contents, close the door and turn the knob clockwise (right) to lock it. The LED banner changes to the **Locked** status.

NOTE: The logged-on group will remain in effect even if the unit's power is turned off / on. A unit can have up to 16 different groups.

## Log out of Groups

System security is maintained by the group master logging out of a unit at the end of a shift or specific time frame.

To log out of a group, enter \* **(master) PIN #** on the keypad. The LED banner displays **Logged Out**.

NOTE: It is not necessary for a group master of several groups to log out in order to change groups.

## Drug Inventory

Use the following instructions to update or decrease a unit's drug inventory.

### *Change Drug Inventory*

1. Enter \* \* **1 #** on the keypad.
2. Enter **PIN #** on the keypad. The LED banner displays **Entering Inventory Control**.
3. Press any **number key** on the keypad to scroll through the LED display list until the specific drug is reached.
4. Press **#** on the keypad. The current quantity will show on the LED display.
5. Enter the **new quantity** on the keypad, and then press **#**. The LED banner will display **Expiration Date**.
6. Enter the **expiration date** on the keypad. Enter **mm #, dd #, yy #** on the keypad. If there is no expiration date, press **#** on the keypad.
7. Repeat steps 3 through 6 to update additional drugs.
8. Enter \* \* on the keypad to leave Inventory Control.

### *Decrease Drug Inventory*

1. Enter \* \* **0 #** on the keypad.
2. Enter **PIN #** on the keypad. The LED banner displays **Entering Inventory Control**.
3. Press any **number key** on the keypad to scroll through the LED display list until the specific drug is reached.
4. Press **#** on the keypad to show the specific drug's current quantity.
5. Enter the **quantity used** (amount being reduced) on the keypad, then press **#**. The specific drug name will appear on the LED banner.
6. Press **#** on the keypad. The specific drug will display the new quantity available.
7. Repeat steps 3 through 6 to update additional drugs.
8. Enter \* \* on the keypad to leave Inventory Control.

## Unit Access during Power Failures

The manual key lock should be used during a power failure, since the LED keypad will not operate without power.

## Display Messages

The MedVault® scrolling banner provides information about the current status of the unit.

LED Banner	Description	Action
Locked: date and time	Key is secured; stand-by status	N/A
Pin Not Found	An incorrect PIN was entered; or PIN is not in the units memory	Enter a correct PIN; or Download new PIN information
UNSECURE	A valid PIN has been entered	Open the vault door
Pin Not Found	No Master PIN logged in and an independent or dependent PIN was entered	Enter a valid Master PIN
Arg	Master PIN entered; waiting for Group number	Enter a valid group number
Logged In	Group number entered; waiting for group member PIN	Waiting for a group member PIN
Logged Out	Master PIN has logged out of the group	Enter new group master PIN
LowBat	Coincell battery is low	Replace the battery
Entering Inventory Control	List of drugs and quantities associated with the unit	Select specific drug to change or reduce quantity